**EASTON PARISH COUNCIL**

**MINUTES OF ORDINARY PARISH COUNCIL MEETING**

**Held on Monday 5th November 2018 at 7.30pm**

 **at Easton Village Hall**

**Reports from District, County Councillors and Question time for members of the public –Duration time maximum 10 minutes - 2 minutes per person.**

Newly appointed Cllr C Godfrey-Hollins signed the Declaration of Office form, countersigned by the Chair.

Meeting opened at 7.35 pm

**MEETING TO OPEN**

**1 PRESENT & APOLOGIES**

 **Present Apologies**

 Cllr S Piggott – Chair Christine Eastall - Clerk

 Cllr A Hollins – Vice Chair

 Cllr B Gibbon

 Cllr F Siddall

 Cllr C Godfrey-Hollins

 In Attendance County Cllr R Vickery, 2 members of public

**2 DECLARATIONS OF INTERESTS**

None.

**3 CONSIDERATION OF ANY DISPENSATION REQUESTS**

None.

**4 MINUTES OF MEETING:** Approve minutes –June 25th 2018 & 10th September 2018.

 The Minutes for 25th June were approved and 10th September were approved following a correction - the Chairs initials were against an Action that was the Clerks.

**5 MATTERS TO REPORT FROM ACTIONS OF LAST MEETING**

**Clerk**

6.2 – Standing Orders – tenders and reviews – No Action had taken place

6.3 - PKF – response and actions following – Action Not known

7.1.- Casual Vacancy notification – No Action had taken place

7.2 - Notification to New Cllr – successful application – Action completed

9 - ICO Registration and Policies GDPR – LCPAS advice – Action part

 completed

13 - Letter to Robin Vickery SCC Cllr – No Action had taken place

 **Chair**

 Signposts -The order for the signposts has been submitted to the supplier who is now producing the signposts.

 WW1 Beacon event: - Preparations and Actions to report under Item 9

**6 FINANCE**

**6.1** To Approve Financial Statement

 The Financial Statement was amended and corrected and Agreed

 The Neighbourhood Plan entries and presentation now shows clearly the funding amounts received from Government as separate from the funds held by the PC which are shown in the reserves table. The funding that comes from Government for the NP is granted against the projected costs which have to be specified and logged accordingly.

**6.2** Year end Audit

 The external Auditors have questioned the corrections and anomalies in the attachments, these queries are with the Clerk.

**7 GDPR**

 Council to assess provision of GDPR commitments

 The Clerk has forwarded a Policy. Members agreed that because it was received a day before the meeting there had not been enough time to read it. The Chair will check with LCPAS as understood that multiple policies were required to be held. **SP**

**8 NEIGHBOURHOOD PLAN** – Steering Committee Group – Chair, Cllr S Piggott

The government body ‘Locality’ that provides the funding and technical help by way of grant of works, has taken longer than expected to produce the Site Assessment report following their site visit to the village in May.

The report has only just been received. The next Steering Group meeting on November 16th will involve consideration of the report alongside the consultant who will give guidance on the actions that need to take place.

SCDC have confirmed that the Site Assessment report produced by the government appointed planners AECOM is in line with the criteria and modules that they use and that they will be guided by any additional information within the report. Following consultation with the community the NP will put forward sites to meet the housing figures issued by SCDC.

The adoption of the plan which includes the sites that are put forward is ultimately decided by an independent government examiner.

**9. WWI CENTENARY BEACON EVENT – 11.11.18**

To finalise the organisation of the WW1 Centenary Event

The Chair reported:

A Poster has been put on notice board and in the October Parish News, followed by an Order of Service in November Parish News – this is in line with the instructions given for synchronising the event from the Queens Pageant Master.

Running total of RSVP’s is 58 – additions of Cllrs and families, and those that come along without giving a RSVP will give a figure closer to 80.

The Chair contacted the Bell Ringers for confirmation that they are willing and able to ring the bells and they have confirmed that they will, they are invited to join in with the Hog Roast. The bells should be rung following the lighting of the Beacon.

The Chair contacted Rev Graham Hedger who is happy to officiate the lighting of the Beacon.

The Chair has spoken to Brian Boon who has produced pieces about each of the fallen from the village along with other pieces of information to form a small display in the hall on the night. Brian is happy to read out the names of the fallen ahead of the lighting of the Beacon the Chair will be on stand-by if need be. The muster roll contains just over 100 names it includes the fallen which totals about 25, the muster roll will be on display.

The Hog Roast provider has confirmed with the Chair that they need to set up at 1.30pm, the Chair has ensured that the Hall hire covers access from this time.

Bunting, tablecloths to dress tables, plastic glasses are ready.

The decision on what drinks to serve is now needed. Propose non alcoholic, elderflower, fruit squash, white and red wine and beer.

Buns topped with poppy designs to be served around the Beacon as the bells ring – do we need to serve another glass of refreshment.

Council members agreed to the mixture of drinks, and to serve only the buns around the Beacon. Cllr Hollins will confirm with the baker the number of buns.

**10 VILLAGE GREEN CHRISTMAS TREE**

 Cllr Siddall will make the same arrangements as last year and arrange a Christmas tree for the Village Green. Cllr Gibbon and Cllr Hollins will liaise with Mr Rook and help install and decorate**. FS**

**11 SIGNPOSTS**

 Traditional Signposts with WW1 commemorative reference – to replace existing signposts in village. The Chair confirmed that the order has been placed and expects to be advised of a delivery date and will be contacting to chase up. As soon as a date is given SCC will be contacted to arrange installation and licencing. **SP**

* The meeting was closed, and members of the public invited to speak.

Mrs C Burgoyne gave a report on the Speedwatch Team, there is now a new Co-Ordinator and enough team members, the minimum has to be 6, to ensure that the Speedwatch initiative continues. Mrs Burgoyne was thanked for her participation in the scheme and her report.

Mrs Pollock explained that Mr Pollock has offered to maintain the rose bush which acts as a screen to the re-cycling bins in the car park.

Mrs Pollock reported that the footpaths in places are suffering low hanging tree branches.

County Cllr R Vickery, confirmed that he had not received any correspondence from the Clerk and was unaware of the issues in respect of the safety splay at the Hopkins site and the Highways team. Cllr Vickery will now take the matter up ie that this issue has not been addressed.

* The meeting was re-opened.

**12 HIGHWAYS**

**12.1** Council members agreed thatwhilst the Speedwatch team was viable that it should continue.

**12.2** Council members expressed their gratitude to County Cllr Vickery, the Parish Council had requested that the Clerk write to Cllr Vickery and apologised for the fact he had not received a letter giving the details.

**12.3** The Chair had received an e.mail from SCC explaining the process for purchasing grit bins, which would be replenished with salt free of charge. SCC were no longer allowing piles of salt without being contained in a bin. Council members agreed that they should apply for three, one at the Hacheston, Wickham Market Road junction, one at Pound Corner and one at the Kettleburgh, Framlingham Rd junction. The Chair will apply to SCC for the bins.  **SP**

**13. VILLAGE CAR PARK**

 The Chair will contact Kiwi fencing to arrange for wooden bollard posts to keep cars from parking on the grass between the wall and tarmac. They will act to protect the lamp-posts and keep the area clear for grass cutting maintenance.  **SP**

**14 CEMETERY**

**14.1** To consider the re-design of internment headstones and positions -The Clerk has not provided the plan for approval. It was agreed that this must now be deferred to the next meeting. **SP**

**14.2** The Chair reported that she had been approached by someone that wished to purchase an exclusive burial. The Chair has arranged to meet them and now needs the Clerk to deliver the registers, since she was not in attendance and able to hand them over.

**14.3** To consider design headstone – Mr Potter. All members agreed on the design of headstone.

**15 PLAY AREA**

The recent ROSPa report highlights areas of repair that are necessary. The vandalised damage to the picket fencing needs repair, and the gate which is no longer on its hinges needs to be re-instated. Cllr Siddall will arrange for the repairs that are needed. **FS**

Council members agreed that there should be a regular check on the soundness of the play equipment posts. Cllr Siddall will arrange a check form to enable signing off all checks with findings.  **FS**

**16 FOOTPATHS - Any updates, reports of issues**

 Low overhanging tree branches on some of the Footpaths. Cllr Hollins will report to the Footpaths officer at SCC. **AH**

**17 PLANNING – Any updates**

 School lamp-post lighting – SCDC enforcement has confirmed that they notified the school that they require planning permission, without which, the light must be taken down. SCDC have confirmed that the school informed them they would be submitting a planning application, but this has not happened. SCDC are aware that the light continues to be used, and the nuisance remains. Parish Council members agreed to monitor and to liaise with SCDC enforcement.

**18 CORRESPONDENCE** - None

**19 ITEMS FOR THE NEXT AGENDA**

**20 DATE OF NEXT MEETINGS – TBC –** 21.1.19/18.3.19/20.5.19-APC/ 24.5.19-AP

Meeting Closed 8.30pm

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**Chair Date**

* The Chair proposed that a Confidential Meeting be convened regarding staffing issues. All members agreed, and the meeting took place.